

SECURITY INFORMATION

TAB A

DUTIES AND REQUIREMENTS OF SAD POSITIONS IN  
OFFICE OF THE CHIEF AND BRANCHES A, B AND C

The information given below is supplied to illustrate the nature and level of work accomplished by SAD personnel.

A. Division Chief: (No change in grade requested; duties are outlined because of close relationship to Deputy position, below.) The Chief, SAD, must perform all duties regarding administration and supervision required of OSI Division Chiefs. In distinction from other OSI divisions, SAD conducts research of interest to all other divisions of the office and is, therefore, required to operate closely with all of them. Another distinctive major duty of the Chief, SAD, is formulation of recommended OSI policy regarding special intelligence exploitation. The Chief, SAD, also acts as the primary OSI contact with other offices and agencies regarding special intelligence problems.

B. Deputy Chief: (Change requested: GS-14 to GS-15). The Deputy Chief, SAD, is required to support or to act for the Chief of SAD on all problems of inter-agency, inter-office and inter-division policy and liaison. The Deputy Chief, SAD, has continuing responsibility for normal division administrative and operational matters and for adherence to established policies.

C. Branch Chief: (Change requested: GS-13 to GS-14). The duties of Branch Chiefs will be discussed, using Branch C, which primarily conducts research on intelligence problems related to the fields of biology and medicine, as an example. The Chief of Branch C has responsibility for the operation and supervision of the Branch and he supports the Chief and Deputy Chief, SAD, in establishing and maintaining inter-divisional policy and liaison. The Chief of Branch C is required to be familiar with the programs of research in the fields of biology and medicine and to determine which parts of these programs can be effectively attacked by SAD. In this duty a thorough substantive working knowledge of the fields of biology and medicine is required. The planning, supervision, and administration of projects in the fields of biology and medicine require that the Chief of Branch C must be highly competent in research planning, methods, techniques of analysis, knowledge of sources of information, and in writing and editing. A high proficiency in a foreign language is also desirable for this position. As the person having greatest knowledge of the extent and kinds of special intelligence material available, the Branch

SECRET

Chief is required to identify areas of inquiry that have high potentialities for yielding useful intelligence. Proficiency in conducting liaison with substantive divisions and representatives of other agencies is required.

D. Intelligence Officer: (Change requested: GS-12 to GS-13.)  
The senior analyst is required to be a substantive expert in a field differing from that of the Branch Chief but directly related to the primary problems of the branch. With the general supervision of the Branch Chief, the GS-13 analyst plans details of research on all projects in the field of his specialty. He also works on specific projects and, in this regard, is required to have liaison, language, research, analytical and writing abilities. Since a number of individual analysts are working in the field of specialty of the GS-13 analyst, he is the technical consultant for problems arising during the course of their projects.

~~SECRET~~